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Checklist - Tax Return Prep Etc.

Please read carefully. Gather the below documentation and upload to the Client Vault

REQUIRED BEFORE TAX PREPARATION BEGINS (these will be included in the tax prep packet)

- ☐ Copy of prior year's tax return
- ☐ Signed Engagement letter for tax prep
- ☐ Completed Questionnaire
- ☐ Copy of SS-4 (IRS letter assigning EIN; this would have been received when the company applied for its EIN)
- ☐ Please provide Name, Address, E-mail address, Cell phone number, Date of Birth, SSN and copy of driver's license(s) of all officers of the Corporation or members of LLC

CARES Act related items: (If you didn't receive the PPP or EIDL, you may skip this section)

- ☐ All 4 quarters Forms 941 for 2020 if not prepared by this office or access to payroll provider reports
- ☐ A copy of your PPP loan document (if received);
    - Please ask your banker for, and obtain the related SBA-assigned PPP loan number, which is different from the bank loan number
- ☐ If you received an EIDL loan or grant, I need to know the amount, the date and the EIDL loan number.
- ☐ I may need copies of any existing leases, loans, or utility services but **please wait until requested by me.**
- ☐ As a result of COVID, please provide the percentage of sales made via the internet. Estimate if you don't have actual amounts. ___________________%
- ☐ Forgiveness paperwork (1099) for the PPP and/or EIDL

OTHER BUSINESS DOCUMENTATION REQUIRED

- ☐ Credit card processor Sales report as of Dec 31 showing sales by category (food, liquor, beer, taxable, non-taxable)
- ☐ Tips report (if applicable)
- ☐ Retail Sales tax reports/returns submitted by you and list of payments made, if any, showing date of payment and amount paid (included payments made in 2020 and/or 2021)
- ☐ List of all business assets and Depreciation Schedule (there was no depreciation schedule or asset list included with 2019 tax return
- ☐ List of all **Fixed Assets purchased and/or sold** in the applicable tax year
- ☐ Copies of all 1099MISC, 1099NEC, and 1096 prepared, if not prepared by this office. (Legal fees and other services in excess of $599.99 require the issuance of a 1099)
- ☐ Copies of all **Credit Card statements** showing final balances for December for the applicable tax year and beginning balance for January for the following year. (If there are credit cards, a new engagement will be required to record)
- ☐ Copies of all loan documents and interest statements for each outstanding loan as well as payoff amounts as of 12/31 for all loans. (i.e. 1099-INT from bank; Amortization schedule showing payoff amount as of 12/31; Loan origination documents, etc)
- ☐ Any legal documents for buy/sell of corporate stock or LLC membership interest
- ☐ Correspondence from the IRS or the State Received
- ☐ A copy of the partnership, shareholder, or membership agreement indicating each partner's/shareholder's/member's share of income.

The information included above has been uploaded to the Client Vault and represent my company's records.

________________________________   ___________________________

Officer/Owner Signature   Title